

25 March 1991

VEHICLE MAINTENANCE

1. Objective. As prescribed in AFR 8-10, this ANGMS quantifies the full-time manpower requirement to accomplish the tasks described in the work center description (WCD) for varying levels of workload volume.

2. Authority. AFM 77-310, Vol I and II, series of Air Force and Air National Guard directives contain command policy and procedural guidance for the Vehicle Maintenance work center. This ANGMS has been developed in accordance with procedures contained in AFR 25-5. This ANGMS is the result of a functional review.

3. Applicability:

a. This standard applies to all ANG Engineering Installation (EI) units operating a Vehicle Maintenance function.

b. Bases undergoing AFR 26-1 cost comparison studies will be exempt from standards applications. This standard does not apply to locations that have completed cost comparisons studies and remained in-house.

4. Standard Data:

a. Classification. Type II

b. Approval Date. 17 September 1990

c. Man-Hour Data Source. Operational Audit (historical record and technical estimate technique).

d. Standard Man-hour equation: $Y_c = -448.4 + 19.59X$

e. Workload Factor:

(1) *Title.* A Vehicle Authorized.

(2) *Definition.* The number of vehicles and or pieces of equipment authorized that vehicle maintenance is responsible for maintaining, regardless of the owning command or using activity.

(3) *Source.* ANG CEMO Report, ANG-LGT (SA) 8302, Vehicle Authorization List (VAL). Record the total number of vehicles from the last line of the report titled "TOTAL:", under the column heading titled "AUTH QNTY". Use the most current report published from all input locations.

5. Application Instructions:

a. The valid man-hour range of 339.69 to 786.59 at Attachment 2 will not be exceeded.

b. The AF Form 1113, Standard Manpower Table, is an aggregate of total manpower by specialty title and AFSC. The application instructions are as follows:

(1) Obtain the most current WLF value as instructed in paragraph 4 above.

(2) Substitute this value into the man-hour equation for X.

(3) Divide the results of the equation (Y_c) by the current man-hour availability factor (MAF) to determine total requirements. Find the column in which the number of total requirements falls, then read up and across the column to determine total manpower by AFSC.

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Approved by: Lt Gen Conaway

Edited by: P. Deneselya

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6. Statement of Conditions. The normal hours of operation for this work center are 8 hours a day, 5 days a week. There are no other standard of living constraints which affect the daily operation of this work center.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

JOHN B. CONAWAY
Lieutenant General, USAF
Chief, National Guard Bureau

OFFICIAL

FRANK C. VAN FLEET
Colonel, GS
Executive, National Guard Bureau

2 Attachments
1. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION

Vehicle Maintenance

DIRECT:

1. MAINTENANCE:

1.1. PERFORMS GENERAL PURPOSE VEHICLE AND/OR EQUIPMENT MAINTENANCE AND REPAIR:

1.1.1. RECEIVES AND INSPECTS VEHICLE AND/OR EQUIPMENT:

1.1.1.1. REVIEWS VEHICLE AND EQUIPMENT WORK ORDER. Obtains vehicle and equipment work order from maintenance control technician; and reviews to determine what service and/or repair work is required.

1.1.1.2. CONFIRMS DISCREPANCY. Performs visual, diagnostic, and/or road test inspection of vehicle and/or equipment; confirms discrepancy on vehicle and equipment work order; and enters additional maintenance requirements found on work order.

1.1.2. ASSIGNS WORK. Assigns mechanic to perform service or repair based on skill and experience required.

1.1.3. RESEARCHES TECHNICAL PUBLICATION:

1.1.3.1. IDENTIFIES AND OBTAINS TECHNICAL PUBLICATION. Researches Technical Order (T.O.) index to determine correct T.O. required to perform service or repair; obtains correct T.O. from T.O. file; and receipts for publication by annotating appropriate sign out record.

1.3.2. IDENTIFIES TOOL, EQUIPMENT, AND MATERIAL. Identifies, by use of technical publication, all tools, equipment, material and/or parts required to accomplish repair.

1.1.4. OBTAINS TOOL, EQUIPMENT, AND MATERIAL:

1.1.4.1. OBTAINS TOOL. Obtains tools required to accomplish repair from Tool Crib, Consolidated Tool Kit (CTK), or shadow board.

1.1.4.2. OBTAINS EQUIPMENT. Obtains necessary special equipment required to accomplish repair; and receipts for equipment by temporary issue receipt or chit.

1.1.4.3. OBTAINS MATERIAL:

1.1.4.3.1. OBTAINS MATERIAL FROM MATERIEL CONTROL. Hand-carries work order to materiel control or bench stock; requests and picks up material and/or part; and returns to work area.

1.1.4.3.2. OBTAINS MATERIAL FROM CONTRACTOR OPERATED PARTS STORE (COPARS). Hand-carries work order to COPARS; requests and picks up material and/or part; and returns to work area.

1.1.5. PERFORMS REPAIR:

1.1.5.1. PERFORMS MINOR MAINTENANCE AND/OR ADJUSTMENT. Performs minor maintenance and/or adjustment requiring one direct labor hour or less and/or parts cost of fifty dollars or less.

1.1.5.2. PERFORMS MAJOR MAINTENANCE. Inspects, troubleshoots, removes, cleans, disassembles, repairs, reassembles, rebuilds, overhauls or replaces, and tests major system and/or subsystem.

1.1.5.2.1. REPAIRS ENGINE ASSEMBLY.

1.1.5.2.2. REPAIRS IGNITION SYSTEM.

1.1.5.2.3. REPAIRS CARBURETOR SYSTEM.

1.1.5.2.4. REPAIRS COOLING SYSTEM.

1.1.5.2.5. REPAIRS FUEL SYSTEM.

1.1.5.2.6. REPAIRS CHARGING SYSTEM.

1.1.5.2.7. REPAIRS EXHAUST SYSTEM.

1.1.5.2.8. REPAIRS ELECTRICAL SYSTEM AND/OR LIGHT.

1.1.5.2.9. REPAIRS STARTING SYSTEM.

1.1.5.2.10. REPAIRS CLUTCH SYSTEM.

1.1.5.2.11. REPAIRS HEATER AND/OR AIR CONDITIONER.

1.1.5.2.12. REPAIRS TRANSMISSION SYSTEM.

1.1.5.2.13. REPAIRS BRAKE SYSTEM.

1.1.5.2.14. REPAIRS WHEEL ALIGNMENT.

1.1.5.2.15. REPAIRS STEERING.

1.1.5.2.16. REPAIRS SUSPENSION.

1.1.5.2.17. REPAIRS UNIVERSAL JOINT.

1.1.5.2.18. REPAIRS WINDSHIELD WIPER.

1.1.5.2.19. REPAIRS DIFFERENTIAL SYSTEM.

1.1.5.2.20. REPAIRS HYDRAULIC SYSTEM.

1.1.5.2.21. REPAIRS AIR SYSTEM AND/OR BRAKE.

1.1.5.2.22. REPAIRS SPEEDOMETER OR HOURMETER.

1.1.5.2.23. REPAIRS CONTROL CABLE.

1.1.5.2.24. PERFORMS TUNE-UP.

1.1.5.2.25. PERFORMS OTHER MAINTENANCE.

1.1.6. PERFORMS INSPECTION. Performs inspection in accordance with appropriate regulations and technical orders.

1.1.6.1. PERFORMS SAFETY INSPECTION.

1.1.6.2. PERFORMS SCHEDULED INSPECTION/LUBE, OIL, AND FILTER (LOF) CHANGE.

1.1.6.3. PERFORMS SPECIAL INSPECTION.

1.1.7. PERFORMS QUALITY ASSURANCE INSPECTION. Performs quality assurance inspection on vehicle maintenance output; documents deficiency noted during inspection and forwards report to maintenance control technician; and coordinates with maintenance control technician, if applicable, to reschedule vehicle and/or equipment that does not pass quality assurance inspection.

1.1.8. PERFORMS CONTRACT MAINTENANCE/WARRANTY ACCEPTANCE INSPECTION. Performs acceptance inspection for contract maintenance or warranty work.

1.1.9. PERFORMS EMERGENCY ROAD SERVICE. Performs minor repairs and/or replaces minor parts in disabled vehicle; provides wrecker service as required; and performs travel to and from disabled vehicle.

1.1.10. CLEANS MAINTENANCE AREA. Cleans maintenance area during and after job.

1.1.11. RETURNS TOOL, EQUIPMENT, AND UNUSED MATERIAL AND/OR PART:

1.1.11.1. RETURNS TOOL. When repair is completed, cleans and returns tool to Tool Crib, CTK, or shadow board.

1.1.11.2. RETURNS EQUIPMENT. Cleans and returns special equipment and picks up temporary issue receipt or chit.

1.1.11.3. RETURNS UNUSED MATERIAL. Returns unused or creditable material.

1.1.12. DOCUMENTS COMPLETED WORK. Documents vehicle and equipment work order to reflect all maintenance accomplished.

1.1.13. ANNOTATES MINOR MAINTENANCE WORK ORDER. Makes appropriate entry on Minor Maintenance work order.

1.1.14. PICKS UP AND DELIVERS VEHICLE AND/OR EQUIPMENT. Picks up and delivers vehicle and/or equipment to and from appropriate holding area depending on maintenance requirement.

1.1.15. RECOVERS/COLLECTS HAZARDOUS WASTE. Recovers/collects hazardous waste and records daily amount of gallons until 55 gallon capacity is reached.

1.2. PERFORMS SPECIAL PURPOSE, BASE MAINTENANCE AND CONSTRUCTION, AND MATERIAL HANDLING VEHICLE AND/OR EQUIPMENT MAINTENANCE AND REPAIR:

1.2.1. RECEIVES AND INSPECTS VEHICLE AND/OR EQUIPMENT:

1.2.1.1. REVIEWS VEHICLE AND EQUIPMENT WORK ORDER. Obtains vehicle and equipment work order from maintenance control technician; and reviews to determine what service and/or repair work is required.

1.2.1.2. CONFIRMS DISCREPANCY. Performs visual, diagnostic, and/or road test inspection of vehicle and/or equipment; confirms discrepancy on vehicle and equipment work order; and enters additional maintenance requirements found on work order.

1.2.2. ASSIGNS WORK. Assigns mechanic to perform service or repair based on skill and experience required.

1.2.3. RESEARCHES TECHNICAL PUBLICATION:

1.2.3.1. IDENTIFIES AND OBTAINS TECHNICAL PUBLICATION. Researches Technical Order (T.O.) index to determine correct T.O. required to perform service or repair; obtains correct T.O. from T.O. file; and receipts for publication by annotating appropriate sign out record.

1.2.3.2. IDENTIFIES TOOL, EQUIPMENT, AND MATERIAL. Identifies, by use of technical publication, all tools, equipment, material and/or parts required to accomplish repair.

1.2.4. OBTAINS TOOL, EQUIPMENT, AND MATERIAL:

1.2.4.1. OBTAINS TOOL. Obtains tools required to accomplish repair from Tool Crib, Consolidated Tool Kit (CTK), or shadow board.

1.2.4.2. OBTAINS EQUIPMENT. Obtains necessary special equipment required to accomplish repair; and receipts for equipment by temporary issue receipt or chit.

1.2.4.3. OBTAINS MATERIAL:

1.2.4.3.1. OBTAINS MATERIAL FROM MATERIEL CONTROL. Hand-carries work order to materiel control or bench stock; requests and picks up material and/or part; and returns to work area.

1.2.4.3.2. OBTAINS MATERIAL FROM CONTRACTOR OPERATED PARTS STORE (COPARS). Hand-carries work order to COPARS; requests and picks up material and/or part; and returns to work area.

1.2.5. PERFORMS REPAIR:

1.2.5.1. PERFORMS MINOR MAINTENANCE AND/OR ADJUSTMENT. Performs minor maintenance and/or adjustment requiring one direct labor hour or less and/or parts cost of fifty dollars or less.

1.2.5.2. PERFORMS MAJOR MAINTENANCE. Inspects, troubleshoots, removes, cleans, disassembles, repairs, reassembles, rebuilds, overhauls or replaces, and tests major system and/or subsystem.

- 1.2.5.2.1. REPAIRS ENGINE ASSEMBLY.
- 1.2.5.2.2. REPAIRS IGNITION SYSTEM.
- 1.2.5.2.3. REPAIRS CARBURETOR SYSTEM.
- 1.2.5.2.4. REPAIRS COOLING SYSTEM.
- 1.2.5.2.5. REPAIRS FUEL SYSTEM.
- 1.2.5.2.6. REPAIRS CHARGING SYSTEM.
- 1.2.5.2.7. REPAIRS EXHAUST SYSTEM.
- 1.2.5.2.8. REPAIRS ELECTRICAL SYSTEM AND/OR LIGHT.
- 1.2.5.2.9. REPAIRS STARTING SYSTEM.
- 1.2.5.2.10. REPAIRS CLUTCH SYSTEM.
- 1.2.5.2.11. REPAIRS HEATER AND/OR AIR CONDITIONER.
- 1.2.5.2.12. REPAIRS TRANSMISSION SYSTEM.
- 1.2.5.2.13. REPAIRS BRAKE SYSTEM.
- 1.2.5.2.14. REPAIRS WHEEL ALIGNMENT.
- 1.2.5.2.15. REPAIRS STEERING.
- 1.2.5.2.16. REPAIRS SUSPENSION.
- 1.2.5.2.17. REPAIRS UNIVERSAL JOINT.
- 1.2.5.2.18. REPAIRS WINDSHIELD WIPER.
- 1.2.5.2.19. REPAIRS DIFFERENTIAL SYSTEM.
- 1.2.5.2.20. REPAIRS HYDRAULIC SYSTEM.
- 1.2.5.2.21. REPAIRS AIR SYSTEM AND/OR BRAKE.
- 1.2.5.2.22. REPAIRS SPEEDOMETER OR HOURMETER.
- 1.2.5.2.23. REPAIRS CONTROL CABLE.
- 1.2.5.2.24. REPAIRS HOSE REEL AND/OR REWIND.
- 1.2.5.2.25. REPAIRS VALVE (OTHER THAN ENGINE).
- 1.2.5.2.26. REPAIRS METER AND/OR COUNTER.

1.2.5.2.27. REPAIRS NOZZLE.

1.2.5.2.28. REPAIRS SWING JOINT ASSEMBLY.

1.2.5.2.29. REPAIRS PIPING, WATER AND/OR FUEL (PLUMBING).

1.2.5.2.30. REPAIRS PUMPING SYSTEM AND/OR HOSE.

1.2.5.2.31. PERFORMS TUNE-UP.

1.2.5.2.32. PERFORMS OTHER MAINTENANCE.

1.2.6. PERFORMS INSPECTION. Performs inspection in accordance with appropriate regulations and technical orders.

1.2.6.1. PERFORMS SAFETY INSPECTION.

1.2.6.2. PERFORMS SCHEDULED INSPECTION/LUBE, OIL, AND FILTER (LOF) CHANGE.

1.2.6.3. PERFORMS SPECIAL INSPECTION.

1.2.7. PERFORMS QUALITY ASSURANCE INSPECTION. Performs quality assurance inspection on vehicle maintenance output; documents deficiency noted during inspection and forwards report to maintenance control technician; and coordinates with maintenance control technician, if applicable, to reschedule vehicle and/or equipment that does not pass quality assurance inspection.

1.2.8. PERFORMS CONTRACT MAINTENANCE/WARRANTY ACCEPTANCE INSPECTION. Performs acceptance inspection for contract maintenance or warranty work.

1.2.9. PERFORMS EMERGENCY ROAD SERVICE. Performs minor repairs and/or replaces minor parts in disabled vehicle; provides wrecker service as required; and performs travel to and from disabled vehicle.

1.2.10. CLEANS MAINTENANCE AREA. Cleans maintenance area during and after job.

1.2.11. RETURNS TOOL, EQUIPMENT, AND UNUSED MATERIAL AND/OR PART:

1.2.11.1. RETURNS TOOL. When repair is completed, cleans and returns tool to Tool Crib, CTK, or shadow board.

1.2.11.2. RETURNS EQUIPMENT. Cleans and returns special equipment and picks up temporary issue receipt or chit.

1.2.11.3. RETURNS UNUSED MATERIAL. Returns unused or creditable material.

1.2.12. DOCUMENTS COMPLETED WORK. Documents vehicle and equipment work order to reflect all maintenance that was accomplished.

1.2.13. ANNOTATES MINOR MAINTENANCE WORK ORDER. Makes appropriate entry on Minor Maintenance work order.

1.2.14. PICKS UP AND DELIVERS VEHICLE AND/OR EQUIPMENT. Picks up and delivers vehicle and/or equipment to and from the appropriate holding area depending on maintenance requirement.

1.2.15. RECOVERS/COLLECTS HAZARDOUS WASTE. Recovers/collects hazardous waste and records daily amount of gallons until 55 gallon capacity is reached.

1.3. PERFORMS NON-REGISTERED VEHICLE AND/OR EQUIPMENT MAINTENANCE AND REPAIR:

1.3.1. RECEIVES AND INSPECTS VEHICLE AND/OR EQUIPMENT:

1.3.1.1. REVIEWS VEHICLE AND EQUIPMENT WORK ORDER. Obtains vehicle and equipment work order from maintenance control technician; and reviews to determine what service and/or repair work is required.

1.3.1.2. CONFIRMS DISCREPANCY. Performs visual, diagnostic, and/or road test inspection of vehicle and/or equipment; confirms discrepancy on vehicle and equipment work order; and enters additional maintenance requirements found on work order.

1.3.2. ASSIGNS WORK. Assigns mechanic to perform service or repair based on skill and experience required.

1.3.3. RESEARCHES TECHNICAL PUBLICATION:

1.3.3.1. IDENTIFIES AND OBTAINS TECHNICAL PUBLICATION. Researches Technical Order (T.O.) index to determine correct T.O. required to perform service or repair; obtains correct T.O. from T.O. file; and receipts for publication by annotating appropriate sign out record.

1.3.3.2. IDENTIFIES TOOL, EQUIPMENT, AND MATERIAL. Identifies, by use of technical publication, all tools, equipment, or material and/or parts required to accomplish repair.

1.3.4. OBTAINS TOOL, EQUIPMENT, AND MATERIAL:

1.3.4.1. OBTAINS TOOL. Obtains tools required to accomplish repair from Tool Crib, Consolidated Tool Kit (CTK), or shadow board.

1.3.4.2. OBTAINS EQUIPMENT. Obtains necessary special equipment required to accomplish repair; and receipts for equipment by temporary issue receipt or chit.

1.3.4.3. OBTAINS MATERIAL:

1.3.4.3.1. OBTAINS MATERIAL FROM MATERIEL CONTROL. Hand-carries work order to materiel control or bench stock; requests and picks up material and/or part; and returns to work area.

1.3.4.3.2. OBTAINS MATERIAL FROM CONTRACTOR OPERATED PARTS STORE (COPARS). Hand-carries work order to COPARS; requests and picks up material and/or part; and returns to work area.

1.3.5. PERFORMS REPAIR:

1.3.5.1. PERFORMS MINOR MAINTENANCE AND/OR ADJUSTMENT. Performs minor maintenance and/or adjustment requiring one direct labor hour or less and/or parts cost of fifty dollars or less.

1.3.5.2. PERFORMS MAJOR MAINTENANCE. Inspects, troubleshoots, removes, cleans, disassembles, repairs, reassembles, rebuilds, overhauls, or replaces, and tests major system and/or subsystem.

1.3.5.2.1. REPAIRS ENGINE ASSEMBLY.

1.3.5.2.2. REPAIRS IGNITION SYSTEM.

1.3.5.2.3. REPAIRS CARBURETOR SYSTEM.

1.3.5.2.4. REPAIRS COOLING SYSTEM.

1.3.5.2.5. REPAIRS FUEL SYSTEM.

1.3.5.2.6. REPAIRS CHARGING SYSTEM.

1.3.5.2.7. REPAIRS EXHAUST SYSTEM.

1.3.5.2.8. REPAIRS ELECTRICAL SYSTEM AND/OR LIGHT.

1.3.5.2.9. REPAIRS STARTING SYSTEM.

1.3.5.2.10. REPAIRS CLUTCH SYSTEM.

1.3.5.2.11. REPAIRS HEATER AND/OR AIR CONDITIONER.

1.3.5.2.12. REPAIRS TRANSMISSION SYSTEM.

1.3.5.2.13. REPAIRS BRAKE SYSTEM.

1.3.5.2.14. REPAIRS WHEEL ALIGNMENT.

1.3.5.2.15. REPAIRS STEERING.

1.3.5.2.16. REPAIRS SUSPENSION.

1.3.5.2.17. REPAIRS UNIVERSAL JOINT.

1.3.5.2.18. REPAIRS WINDSHIELD WIPER.

1.3.5.2.19. REPAIRS DIFFERENTIAL SYSTEM.

1.3.5.2.20. REPAIRS HYDRAULIC SYSTEM.

1.3.5.2.21. REPAIRS AIR SYSTEM AND/OR BRAKE.

1.3.5.2.22. REPAIRS SPEEDOMETER OR HOURMETER.

1.3.5.2.23. REPAIRS CONTROL CABLE.

1.3.5.2.24. REPAIRS TURRETT.

1.3.5.2.25. REPAIRS HOSE REEL AND/OR REWIND.

1.3.5.2.26. REPAIRS VALVE (OTHER THAN ENGINE).

1.3.5.2.27. REPAIRS METER AND/OR COUNTER.

1.3.5.2.28. REPAIRS NOZZLE.

1.3.5.2.29. REPAIRS SWING JOINT ASSEMBLY.

1.3.5.2.30. REPAIRS PIPING, WATER AND/OR FUEL (PLUMBING).

1.3.5.2.31. REPAIRS FOAM C-B.

1.3.5.2.32. REPAIRS PUMPING SYSTEM AND/OR HOSE.

1.3.5.2.33. PERFORMS TUNE-UP.

1.3.5.2.34. PERFORMS OTHER MAINTENANCE.

1.3.6. PERFORMS INSPECTION. Performs inspection in accordance with appropriate regulations and technical orders.

1.3.6.1. PERFORMS SAFETY INSPECTION.

1.3.6.2. PERFORMS SCHEDULED INSPECTION/LUBE, OIL, AND FILTER (LOF) CHANGE.

1.3.6.3. PERFORMS SPECIAL INSPECTION.

1.3.7. PERFORMS QUALITY ASSURANCE INSPECTION. Performs quality assurance inspection on vehicle maintenance output; documents deficiency noted during inspection and forwards report to maintenance control technician; and coordinates with maintenance control technician, if applicable, to reschedule vehicle and/or equipment that does not pass quality assurance inspection.

1.3.8. PERFORMS CONTRACT MAINTENANCE/WARRANTY ACCEPTANCE INSPECTION. Performs acceptance inspection for contract maintenance or warranty work.

1.3.9. PERFORMS EMERGENCY ROAD SERVICE. Performs minor repairs and/or replaces minor parts in disabled vehicle; provides wrecker service as required; and performs travel to and from disabled vehicle.

1.3.10. CLEANS MAINTENANCE AREA. Cleans maintenance area during and after job.

1.3.11. RETURNS TOOL, EQUIPMENT, AND UNUSED MATERIAL AND/OR PART:

1.3.11.1. RETURNS TOOL. When repair is completed, cleans and returns tool to Tool Crib, CTK, or shadow board.

1.3.11.2. RETURNS EQUIPMENT. Cleans and returns special equipment and picks up temporary issue receipt or chit.

1.3.11.3. RETURNS UNUSED MATERIAL. Returns unused or creditable material.

1.3.12. DOCUMENTS COMPLETED WORK. Documents vehicle and equipment work order to reflect all maintenance accomplished.

1.3.13. ANNOTATES MINOR MAINTENANCE WORK ORDER. Makes appropriate entry on Minor Maintenance work order.

1.3.14. PICKS UP AND DELIVERS VEHICLE AND/OR EQUIPMENT. Picks up and delivers vehicle and/or equipment to and from appropriate holding area depending on maintenance requirement.

1.3.15. RECOVERS/COLLECTS HAZARDOUS WASTE. Recovers/collects hazardous waste and records daily amount of gallons until 55 gallon capacity is reached.

2. MAINTENANCE CONTROL AND ANALYSIS:

2.1. CONTROLS SCHEDULED MAINTENANCE:

2.1.1. REVIEWS SCHEDULED MAINTENANCE REPORT. Reviews Scheduled Maintenance Report to determine if inspection is due or required.

2.1.2. REVIEWS VEHICLE HISTORICAL RECORD. Reviews Vehicle Historical Record for repetitive maintenance or component failure that may be covered by warranty.

2.1.2.1. REVIEWS AND ANALYZES REPETITIVE MAINTENANCE PROBLEM.

2.1.2.2. NOTIFIES VEHICLE MAINTENANCE SUPERINTENDENT.

2.1.3. CHECKS VEHICLE STATIC MAINTENANCE DATA. Checks Vehicle Static Maintenance Data to ensure vehicle is required for maintenance.

2.1.4. CHECKS VEHICLE MASTER LIST. Checks Vehicle Master List/Quick Reference List to ensure that repair limit will not be exceeded. Notifies Vehicle Maintenance Officer or superintendent for approval if limit is going to be exceeded.

2.1.5. COORDINATES WITH USING ORGANIZATION:

2.1.5.1. REQUESTS VEHICLE DELIVERY. Requests using organization to deliver vehicle.

2.1.5.2. RECEIVES VEHICLE. Receives vehicle from using organization; debriefs operator to determine if additional work is required; reviews Serv-O-Plate for accuracy; and reviews inspection card and waiver card for required maintenance.

2.1.5.3. NOTIFIES USING ORGANIZATION. Notifies using organization when repairs are complete.

2.1.6. RESPONDS TO VEHICLE STATUS INQUIRY.

2.1.7. OPENS VEHICLE AND EQUIPMENT WORK ORDER. Assigns work order number and maintenance priority; indicates maintenance required; and assigns work order to vehicle maintenance.

2.1.8. CLOSES WORK ORDER. Checks vehicle and equipment work order for accuracy; closes work order; and updates Vehicle Historical Record.

2.2. CONTROLS UNSCHEDULED MAINTENANCE:

2.2.1. COORDINATES WITH USING ORGANIZATION:

2.2.1.1. REQUESTS VEHICLE DELIVERY. Requests using organization to deliver vehicle.

2.2.1.2. RECEIVES VEHICLE. Receives vehicle from using organization; debriefs operator to determine if additional work is required; reviews Serv-O-Plate for accuracy; and reviews inspection card and waiver card for required maintenance.

2.2.1.3. NOTIFIES USING ORGANIZATION. Notifies using organization when repairs are complete.

2.2.2. RESPONDS TO VEHICLE STATUS INQUIRY.

2.2.3. REVIEWS SCHEDULED MAINTENANCE REPORT. Reviews scheduled Maintenance Report to determine if inspection is due or required.

2.2.4. REVIEWS VEHICLE HISTORICAL RECORD. Reviews Vehicle Historical Record for repetitive maintenance or component failure that may be covered by warranty.

2.2.4.1. REVIEWS AND ANALYZES REPETITIVE MAINTENANCE PROBLEM.

2.2.4.2. NOTIFIES VEHICLE MAINTENANCE SUPERINTENDENT.

2.2.5. CHECKS VEHICLE MASTER LIST. Checks Vehicle Master List to ensure repair limit will not be exceeded; and notifies maintenance superintendent for approval if limit is going to be exceeded.

2.2.6. OPENS VEHICLE AND EQUIPMENT WORK ORDER. Assigns work order number, maintenance priority; indicates maintenance required; assigns work order to vehicle maintenance; and determines type of work order.

2.2.7. CLOSES WORK ORDER. Checks vehicle and equipment work order for accuracy; closes work order; and updates Vehicle Historical Record.

2.3. UPDATES MAINTENANCE CONTROL STATUS BOARD. Updates maintenance control status board by attaching Vehicle Historical Record, Operators Inspection Guide and Trouble Report, and vehicle and equipment work order.

2.4. MONITORS AWAITING MAINTENANCE. Monitors awaiting maintenance suspense file; schedules vehicle and/or equipment; and posts status board with copy of work order and Vehicle Historical Record.

2.5. MONITORS DEFERRED MAINTENANCE. Monitors deferred maintenance work order and coordinates with materiel control technician for status and follow up action.

2.6. MONITORS QUALITY DEFICIENCY REPORT (QDR)/MATERIAL DEFICIENCY REPORT (MDR) PROGRAM. Monitors QDR/MDR programs; maintains ledger for assigning activity report numbers; assists in preparation of report; and performs follow up action.

2.7. MONITORS VEHICLE DEADLINED FOR PARTS (VDP) ACTION:

2.7.1. COORDINATES WITH MAINTENANCE SUPERINTENDENT. Coordinates with maintenance superintendent and places vehicle and/or equipment on VDP status.

2.7.2. PLACES WORK ORDER ON STATUS BOARD. Places work order and historical record on VDP section of status board.

2.7.3. COORDINATES WITH MATERIEL CONTROL. Coordinates with materiel control technician to ensure parts are on order.

2.7.4. SCHEDULES VEHICLE. Schedules vehicle and/or equipment for required maintenance when parts are received.

2.8. DEVELOPS ANNUAL SCHEDULED MAINTENANCE PLAN. Develops and maintains annual Scheduled Maintenance Plan for total vehicle fleet.

2.9. INITIATES VEHICLE ABUSE ACTION. Notifies maintenance superintendent and organization if vehicle abuse or suspected abuse is discovered.

2.10. MONITORS CANNIBALIZATION REQUIREMENT. Determines if cannibalization is required; and forwards work order and Record of Cannibalization to maintenance superintendent for approval.

2.11. INITIATES PROCUREMENT ACTION:

2.11.1. REVIEWS LACK OF MAINTENANCE CAPABILITY NOTIFICATION. Reviews notification that repair is beyond maintenance capability.

2.11.2. INITIATES WORK ORDER. Initiates contract maintenance vehicle and equipment work order with applicable contract maintenance work order number; obtains approval; and forwards AF Form 9, Request for Purchase, to procurement.

2.11.3. CONTROLS MOVEMENT OF VEHICLE OR ASSEMBLY:

2.11.3.1. RECEIVES NOTIFICATION. Receives name of contractor and when and where vehicle or assembly is to be delivered; and annotates appropriate form.

2.11.3.2. ARRANGES FOR MOVEMENT OF VEHICLE AND/OR EQUIPMENT. Arranges for movement of vehicle and/or equipment to and from contractor.

2.11.4. TAKES FOLLOW-UP ACTION. Takes follow-up action to determine repair status.

2.11.5. RECEIVES NOTIFICATION. Receives notification when work is completed.

2.11.6. ENSURES INSPECTION OF VEHICLE AND/OR ASSEMBLY. Ensures vehicle and/or assembly is inspected prior to acceptance.

2.11.7. MONITORS CONTRACT FUNDS. Monitors contract funds status.

2.11.8. CLOSES WORK ORDER. Checks vehicle and equipment work order for accuracy; closes work order; and updates Vehicle Historical Record.

2.12. MONITORS WARRANTY PROGRAM:

2.12.1. DETERMINES WARRANTY. Determines if vehicle and/or component is under warranty and determines if value gained exceeds cost of executing warranty.

2.12.2. INITIATES WORK ORDER. Initiates warranty work order.

2.12.3. COORDINATES TRANSPORT OF VEHICLE. Locates dealer; coordinates transport of vehicle and/or equipment to and from dealer.

2.12.4. TAKES FOLLOW-UP ACTION. Takes follow-up action by checking with dealer to determine repair status.

2.12.5. RECEIVES NOTIFICATION. Receives notification when work is completed.

2.12.6. ENSURES INSPECTION OF VEHICLE AND/OR ASSEMBLY. Ensures vehicle and/or assembly is inspected prior to acceptance.

2.12.7. CLOSES WORK ORDER. Checks vehicle and equipment work order for accuracy; closes work order; and updates Vehicle Historical Record.

2.13. MONITORS DEPOT REPAIR REQUIREMENT. Identifies vehicle and/or equipment for depot repair; coordinates with maintenance superintendent for action; and processes depot maintenance request.

2.14. DOCUMENTS ACCIDENT REPAIR ACTION:

2.14.1. INITIATES VEHICLE AND EQUIPMENT WORK ORDER. Initiates work order reflecting estimated repair cost associated with accident; and forwards copy of work order to operations clerk.

2.14.2. DOCUMENTS RESULT. Documents result of operational check after repair is completed on initial work order; and shows accident repair separate from normal workload.

2.14.3. CLOSES COMPLETED WORK ORDER. Closes out completed work order; checks work order for accuracy; and updates Vehicle Historical Record.

2.15. PROCESSES REPAIR WAIVER. Processes Request for Waiver on onetime repair allowance and processes request for vehicle disposition.

2.16. MONITORS VEHICLE AND/OR EQUIPMENT IN REPLACEMENT CODES A THROUGH J. Reviews list of vehicle and/or equipment in replacement codes A through J; determines which are not programmed for replacement during the year; and selects best of these for mechanical upgrade.

2.17. PERFORMS YARD CHECK:

2.17.1. PHYSICALLY INSPECTS REGISTRATION NUMBERS. Physically inspects and annotates registration number of all vehicles in vehicle maintenance parking areas; and ensures all vehicles have been accepted for maintenance.

2.17.2. PERFORMS FOLLOW-UP.

2.18. RECEIVES NEW VEHICLE:

2.18.1. OPENS WORK ORDER. Reviews new vehicle; opens work order; and conducts acceptance inspection.

2.18.2. CLOSES WORK ORDER. Closes work order upon completion of acceptance inspection.

2.18.3. COLLECTS STATIC DATA. Collects static data for A, B, and C card, and initiates documentation necessary for vehicle historical record and Vehicle Integrated Management System (VIMS) input.

2.18.4. INITIATES HISTORICAL FILE. Initiates historical file when vehicle and/or equipment is received.

2.19. MAINTAINS FILE. Adds and removes forms from record file; annotates file as required; and maintains work order suspense file of completed work orders by vehicle registration number and date sequence.

2.20. PROCESSES DATA FOR VEHICLE TRANSFER. Transfers accountability and billing data from using organization to temporary duty (TDY) organization requiring vehicle support.

2.21. PROCESSES END OF MONTH WORK ORDER. Closes out partial work order and reinitiates for next month.

2.22. PERFORMS REGISTERED EQUIPMENT MANAGEMENT SYSTEM/VEHICLE INTEGRATED MANAGEMENT SYSTEM (REMS/VIMS) INTERFACE. Compares REMS/VIMS data to identify discrepancies; and takes follow-up action as required.

2.23. PERFORMS DATA ANALYSIS:

2.23.1. REVIEWS RAW DATA:

2.23.1.1. REVIEWS DATA. Reviews raw data on work order to ensure accuracy prior to initiating machine listing.

2.23.1.2. CORRECTS DATA. Corrects logic error in raw data.

2.23.1.3. PROCESSES DATA. Processes data into computer; and submits floppy disk to data processing.

2.23.2. MONITORS AND MAINTAINS COMPUTER GENERATED LISTING:

2.23.2.1. OBTAINS MACHINE LISTING. Obtains machine listing from data automation work center.

2.23.2.2. SEPARATES MACHINE LISTING. Separates multi-ply machine listing as necessary and ensures correct distribution is made.

2.23.2.3. REVIEWS MACHINE LISTING. Reviews machine listing for error.

2.23.2.4. CORRECTS MACHINE LISTING. Initiates corrective action to correct error found in machine listing.

2.23.2.5. PERFORMS PRODUCTION/DEFICIENCY ANALYSIS. Analyzes summary as necessary for purpose of bringing out-of-range or undesirable performance to an acceptable level; identifies and documents problem area; and briefs superintendent on findings of analysis.

2.23.2.5.1. ANALYZES VOC RATE.

2.23.2.5.2. ANALYZES VEHICLE DEADLINED FOR MAINTENANCE (VDM) RATE.

2.23.2.5.3. ANALYZES VDP RATE.

2.23.2.5.4. ANALYZES OPERATIONS AND MAINTENANCE COST.

2.23.2.5.5. ANALYZES VEHICLE UTILIZATION.

2.23.2.5.6. PROVIDES ANALYSIS TO SUPERINTENDENT.

2.23.2.6. FILES MACHINE LISTING. Files machine listing for future analysis.

2.23.2.7. DESTROYS MACHINE LISTING. Destroys machine listing as prescribed by directive.

2.23.3. CONDUCTS SPECIAL STUDY. Collects, extracts, analyzes, compiles, and reviews vehicle operations and maintenance data for comparative study, report, and summary.

2.24. PREPARES DEFENSE PROPERTY DISPOSAL RECORD. Prepares record when vehicle and/or equipment is scheduled for transfer or turn-in to Defense Property Disposal Office.

2.25. ISSUES AND CONTROLS IMPRINTER. Embosses and maintains AF Form 1252, USAF Vehicles Serv-O-Plate, for vehicles/equipment supported by vehicle maintenance activity.

2.26. CONTROLS TIME COMPLIANCE TECHNICAL ORDER (TCTO) ACTION:

2.26.1. PROCESSES RECEIPT OF TCTO. Date stamps TCTO upon receipt; reviews TCTO to determine if it affects assigned vehicle and/or equipment.

2.26.2. PREPARES TCTO WORK ORDER. Prepares TCTO work order and enters on work order control log.

2.26.3. SCHEDULES TCTO KIT INSTALLATION. Schedules TCTO kit installation into vehicle and/or equipment; and ensures TCTO is completed.

2.26.4. DOCUMENTS TCTO ACTION. Documents completion of TCTO on Vehicle Historical Record.

2.26.5. MAINTAINS MASTER TCTO FILE. Maintains a master TCTO file containing active and inactive TCTOs, commercial technical bulletin onetime inspection, and TCTO related message and letter.

2.26.6. COORDINATES WITH SUPERINTENDENT. Coordinates with superintendent on action necessary to expedite completion of unaccomplished TCTO's.

2.26.7. TAKE FOLLOW-UP ACTION. Takes follow-up action as necessary.

2.26.8. INFORMS AIR LOGISTICS CENTER (ALC). Informs ALC of completed TCTO.

2.27. MAINTAINS TECHNICAL ORDER LIBRARY:

2.27.1. ESTABLISHES REQUIREMENT. Establishes requirement for technical publication.

2.27.2. ORDERS TECHNICAL PUBLICATION. Orders required technical publication, revision, change, or supplement by submitting TCTO or T.O. publication requirement table.

2.27.3. MAINTAINS PUBLICATION INDEX. Maintains publication index and T.O. file card.

2.27.4. MAINTAINS TECHNICAL PUBLICATION. Maintains technical publication, revision, change, or supplement as received.

2.27.5. PURGES TECHNICAL ORDER PUBLICATION. Purges technical order publication when vehicle/equipment tech order is no longer required.

2.27.6. PERFORMS INSPECTION. Performs annual inspection of technical publication, revision, change, or supplement to ensure currency.

2.28. PERFORMS AUTOMATED SYSTEMS SUPPORT:

2.28.1. MAINTAINS DISK FILE. Maintains file of working and master diskettes; Formats disk; registers software and monitors warranty.

2.28.2. MANAGES DATA BACKUP PROGRAM. Ensures data backup procedures have been developed; maintains backup diskette and tape file; and ensures backup of data is performed.

2.29. CREATES LOCAL PROGRAMMING INITIATIVE:

2.29.1. COLLECTS PROGRAM REQUEST. Gathers pertinent information from requestor on type and requirement of program; and coordinates with user on needed parameters, inputs and outputs.

2.29.2. ANALYZES REQUEST. Analyzes request by user and determines which application is best suited for program; and develops specified input requirement.

2.29.3. CREATES PROGRAM. Develops data file, spreadsheet, or automated document shell; and creates report parameters, command files, output specifications, and menu.

2.29.4. DEVELOPS PROGRAM INSTRUCTIONS. Develops and creates document and procedures manual; and coordinates operational requirement with users and maintenance superintendent.

3. OPERATIONS:

3.1. PERFORMS VEHICLE OPERATIONS:

3.1.1. MAINTAINS VEHICLE ACCOUNT. Maintains current record on all command owned base registered vehicles. Updates CA/CRL when vehicle is received, vehicle is turned in, National Stock Number (NSN) changes or Table of Allowances change; and compares to old CA/CRL.

3.1.2. MANAGES DISPATCH:

3.1.2.1. REVIEWS AND RECORDS REQUEST FOR TRANSPORTATION. Reviews and records request for transportation on appropriate form; coordinates transportation request to avoid duplication; notifies vehicle operator of transportation requirement; and ensures driver is physically and mentally capable to operate vehicle.

3.1.2.2. SCHEDULES OPERATION. Schedules operation to ensure maximum use of U-Drive-It Fleet.

3.1.2.3. MAINTAINS DISPATCH RECORD. Completes and maintains record of class C vehicle dispatch.

3.1.2.4. ISSUES TRIP PACKET. Issues jack, spare tire, emergency supplies, and road map in trip packet when vehicle is dispatched off base.

3.1.2.5. CHECKS INSPECTION GUIDE. Checks operator inspection guide and trouble report.

3.1.2.6. REPLACES OPERATORS INSPECTION GUIDE CARD. Prepares operators inspection guide card for first of month change in U-Drive-It fleet; transcribes deferred discrepancies from previous month inspection guide card to new card; and reports maintenance to Maintenance Control and Analysis (MC&A) technician.

3.1.2.7. INVESTIGATES VEHICLE ABUSE/MISUSE. Prepares vehicle abuse/misuse report; prepares draft letter of vehicle abuse/misuse and forwards to unit Vehicle Control Officer (VCO); reviews VCO reply; and takes appropriate action.

3.1.2.8. COORDINATES EMERGENCY SERVICE. Coordinates emergency road service and ensures service is provided.

3.1.2.9. MAINTAINS U-DRIVE-IT FLEET. Ensures dispatch vehicles are serviceable, cleaned, and inspected before issuance; and ensures operator maintenance is properly performed.

3.1.2.10. VALIDATES AF FORM 15. Validates completed AF Form 15.

3.2. PERFORMS FLEET MANAGEMENT:

3.2.1. MANAGES VEHICLE CONTROL FUNCTION:

3.2.1.1. MAINTAINS VCO LIST. Maintains current list of all unit VCOs.

3.2.1.2. MAINTAINS VEHICLE LIST. Maintains current list of vehicles assigned to each unit VCO.

3.2.1.3. PROVIDES UNIT ASSISTANCE. Provides assistance to unit VCO as required via telephone or written correspondence.

3.2.1.4. CONDUCTS UNIT ASSISTANCE VISIT:

3.2.1.4.1. PREPARES FOR VISIT. Prepares for visit by analyzing operation and maintenance cost per mile, fuel and oil consumption, vehicle rotation plan, trend data on accident, abuse and misuse cases; and analyzes vehicle inspection result.

3.2.1.4.2. CONDUCTS VISIT.

3.2.1.4.3. DOCUMENTS VISIT. Documents visit to include topics discussed and name of organizational participant; and forwards copy to unit commander.

3.2.1.4.4. CONDUCTS FOLLOW-UP VISIT.

3.2.1.4.5. DOCUMENTS FOLLOW-UP VISIT. Documents follow-up visit to include topics discussed and name of organizational participant; and forwards copy to unit commander.

3.2.1.5. CONDUCTS TECHNICAL INSPECTION:

3.2.1.5.1. PREPARES FOR INSPECTION. Prepares for inspection by obtaining required vehicle lists.

3.2.1.5.2. CONDUCTS INSPECTION. Inspects assigned registered vehicles assigned to unit.

3.2.1.5.3. DOCUMENTS INSPECTION. Documents inspection visit to each organization; and forwards copy to unit commander.

3.2.1.5.4. CONDUCTS FOLLOW-UP INSPECTION.

3.2.1.5.5. DOCUMENTS FOLLOW-UP INSPECTION. Documents follow-up inspection visit; and forwards copy to unit commander.

3.2.1.6. REVIEWS AUXILIARY PARKING REQUEST. Reviews request for auxiliary parking for vehicle assigned to unit; and makes recommendation.

3.2.1.7. CONDUCTS VCO TRAINING. Conducts training for individual appointed as VCO by unit.

3.2.1.8. MAINTAINS VCO GUIDE. Maintains Master Vehicle Control Guide.

3.2.1.9. PREPARES FOR VCO MEETING:

3.2.1.9.1. PLANS FOR MEETING. Collects information for meeting as prescribed by directive.

3.2.1.9.2. CONDUCTS MEETING. Conducts, prepares, and distributes minutes to meeting.

3.2.2. PERFORMS FLEET ANALYSIS:

3.2.2.1. PERFORMS GENERAL FLEET ANALYSIS. Analyzes, by vehicle type, trend data in vehicle utilization, operations and maintenance costs, fuel use, and Vehicle Out of Commission (VOC) rate; and identifies causative factor.

3.2.2.2. PERFORMS AUTHORIZATION ANALYSIS. Analyzes vehicle authorization request for permanent class B and C vehicles; and conducts annual review of AF Form 1374, Justification for Vehicle Dispatch.

3.2.2.3. PERFORMS VEHICLE SIZING ANALYSIS. Performs semiannual evaluation of vehicle sizing alternatives using Vehicle Integrated Management System (VIMS) data base of individual vehicle utilization to provide fleet management advantages; and rotates vehicle as required.

3.2.2.4. PERFORMS PRIORITY-BUY ANALYSIS. Analyzes priority-buy alternatives; develops package for Vehicle Authorization Utilization Board (VAUB); and submits package as approved by VAUB.

3.2.2.5. CONDUCTS SPECIAL STUDY. Collects, extracts, analyzes, compiles, and reviews vehicle operations and maintenance data for comparative study, report, and summary.

3.2.3. PERFORMS QUALITY ASSURANCE EVALUATIONS:

3.2.3.1. PERFORMS QUALITY ASSURANCE (QA). Performs quality assurance for vehicle operations contract service; and monitors contractor performance.

3.2.3.2. PERFORMS ECONOMIC ANALYSIS. Performs economic analysis of contract versus in-house service required.

3.2.4. DEVELOPS RESOURCE REQUIREMENT AND JUSTIFICATION:

3.2.4.1. DETERMINES WORKDAY REQUIREMENT. Determines special training, proficiency training, and annual training workday required to support training plan.

3.2.4.2. DETERMINES FUEL BUDGET REQUIREMENT. Determines current fuel budget by projection using previous year usage and additional requirements forecast.

3.2.4.3. PREPARES UNFUNDED REQUIREMENT. Identifies and prepares unfunded requirement for input into RCS: ANG-LGS 7402 Supplies and Equipment Edit report.

3.2.4.4. ESTIMATES VEHICLE RENTAL. Estimates and submits budget for vehicle rental requirement.

3.2.4.5. PREPARES SPECIAL OPERATING EQUIPMENT BUDGET.

3.2.5. INITIATES VEHICLE RENTAL REQUEST:

3.2.5.1. PREPARES AF FORM 9, REQUEST FOR PURCHASE. Prepares AF Form 9 for both short and/or long term rental of vehicle.

3.2.5.2. MAINTAINS REQUEST FOR PURCHASE LOG. Maintains request for purchase log in numerical sequence and reason for initiation.

3.2.5.3. OBTAINS APPROVAL. Obtains approval from resource manager and Accounting and Finance Office (AFO); submits request for additional funds if necessary; and ensures AFO loads additional funds into Project Funds Management Record (PFMR).

3.2.5.4. FOLLOWS-UP ON VEHICLE RENTAL REQUEST. Follows-up with contracting to ensure procurement of both long and/or short term rental vehicle.

3.2.6. COLLECTS OFF-BASE MILEAGE. Collects off-base mileage on AF Form 1380 for verification of state road tax.

3.2.7. CONTROLS SF 149, U.S. GOVERNMENT NATIONAL CREDIT CARD:

3.2.7.1. ACQUIRES FORM. Acquires SF 149 for installation requirement.

3.2.7.2. MAINTAINS REGISTER. Maintains credit card register on issuance of SF 149.

3.2.7.3. CONDUCTS REVIEW. Conducts review of control document and credit card register semiannually; and conducts physical inventory of SF 149.

3.2.7.4. PROVIDES GUIDANCE. Prepares and provides guidance to user of SF 149.

3.2.7.5. PREPARES AND SUBMITS PURCHASE ESTIMATE. Prepares and submits quarterly estimate of credit card purchases to host AFO.

3.2.8. PROCESSES DELIVERY TICKET:

3.2.8.1. REVIEWS ONIONSKIN COPY. Reviews onionskin copy of charge slip for accuracy and correctness.

3.2.8.2. INVESTIGATES PURCHASE. Takes necessary action to investigate questionable purchase.

3.2.8.3. POSTS DELIVERY TICKET DAILY. Posts delivery ticket on AF Form 616, Request and Authority to Cite Funds.

3.2.8.4. PREPARES AF FORM 1994, FUELS ISSUE/DEFUEL DOCUMENT. Prepares AF Form 1994 by transcribing vendor invoice number, quantity, fuel type, price, date, Department of Defense Activity Account Code (DoDAAC), unit code, and vehicle registration number, and sign.

3.2.8.5. PREPARES COMPUTER INPUT. Prepares computer input by transcribing information from AF Form 1994 "1GC" transaction to computer input card.

3.2.8.6. FORWARDS COMMERCIAL FUELS PURCHASE "1GC" DISK TO AFO. Forwards "1GC" computer disk, with copy of AF Form 1994, attached to AFO.

3.2.8.7. VERIFIES VENDOR STATEMENT. Reviews and matches vendor onionskin copy to vendor statement for accuracy; computes tax and subtracts from total if applicable; stamps vendor statement with certification of receipt; and forwards vendor statement to AFO.

3.2.8.8. MAINTAINS FILE. Maintains file for AF FORM 1994 and vendor onionskin; and files copy of vendor invoice with onionskin attached to AF Form 1994 in suspense file.

3.2.8.9. ISSUES SF 1094, U.S. TAX EXEMPTION CERTIFICATE. Issues SF 1094 when tax exceeds ten dollars; and certifies tax exemption to vendor.

3.2.8.10. NOTIFIES CONTRACTOR. Notifies contractor in writing when invoice is not received within 90 days from delivery ticket date.

3.2.8.11. NOTIFIES AFO. Notifies AFO in writing when invoice is not received from contractor after 120 days from delivery ticket date.

3.2.8.12. RESOLVES DISCREPANCY. Resolves contractor invoice discrepancy in writing.

3.2.9. MANAGES TOLL TICKET:

3.2.9.1. ACQUIRES TOLL TICKET. Prepares AF Form 9 to purchase toll ticket.

3.2.9.2. ISSUES TOLL TICKET. Safeguards and issues toll ticket to authorized individual; records in control log; communicates with toll authority; and inventories unused toll ticket and receipts of used toll tickets upon return.

3.2.9.3. INVESTIGATES UNAUTHORIZED USE OF TOLL TICKET. Investigates incident of suspected unauthorized use of toll ticket; and takes necessary action to resolve problem.

3.2.9.4. PROVIDES OPERATOR WITH INSTRUCTION. Provides operator with written instructions on security and use of toll ticket.

3.2.9.5. CONDUCTS INVENTORY. Conducts physical inventory of toll tickets.

3.3. PREPARES FOR VEHICLE AUTHORIZATION AND UTILIZATION BOARD (VAUB) MEETING:

3.3.1. PREPARES FOR MEETING. Schedules meeting. Prepares and maintains priority vehicle recall list and priority maintenance list.

3.3.2. ATTENDS MEETING. Provides technical advice at VAUB meeting.

3.3.3. DOCUMENTS MEETING. Documents, prepares and distributes minutes; and follows-up on results of meeting.

3.4. MANAGES DRIVER EVALUATION PROGRAM:

3.4.1. SCHEDULES ORIENTATION TRAINING:

3.4.1.1. SCHEDULES ORIENTATION CLASS. Coordinates with training office for classroom; coordinates with organization by phone, in person, or by processing AF Form 171, Request for Driver Training; prepares input for squadron information bulletin; schedules date and time for training; and sets up video training equipment.

3.4.1.2. OBTAINS PERSONNEL INFORMATION. Obtains personnel data using AF Form 171 or locally developed form for input into Automated License Program.

3.4.2. PREPARES INITIAL LICENSE FORM. Prepares initial license form; and prints license.

3.4.3. PREPARES REPLACEMENT LICENSE FORM. Prepares replacement license form for lost or stolen card.

3.4.4. UPDATES DRIVERS RECORD:

3.4.4.1. INPUTS CHANGE. Inputs change of rank, organization, or new qualification in driver record on Automated License Program.

3.4.4.2. PREPARES NEW LICENSE FORM. Prepares new license form; and prints license.

3.4.5. PROCESSES INDIVIDUAL PERMANENT CHANGE OF STATION (PCS) FILE. Processes file for individual going PCS. Prints document and listing for individual PCS package.

3.4.6. PREPARES LISTING. Prepares listing of organizational qualifications and drivers qualified to operate a specific vehicle.

3.4.7. MAINTAINS COMPUTER PROGRAM. Maintains driver evaluation computer program by adding or deleting management codes and sorting data file.

3.4.7.1. INPUTS PROGRAM CHANGE.

3.4.7.2. PERFORMS PROGRAM DEBUGGING.

3.4.7.3. PREPARES BACKUP DISK.

3.5. PERFORMS VEHICLE ACCIDENT INVESTIGATION:

3.5.1. ASSISTS IN COMPLETION OF REQUIRED ACCIDENT FORM:

3.5.1.1. ASSISTS OPERATOR. Assists vehicle operator in completion of SF 91, Operators Report of Motor Vehicle Accident, and DD Form 518, Operator Accident Identification Card.

3.5.1.2. ASSISTS LOCAL AUTHORITY. Assists Security Police, Ground Safety, and/or local authority in on-scene accident investigation.

3.5.2. REVIEWS ACCIDENT REPORT:

3.5.2.1. REVIEWS VEHICLE AND EQUIPMENT ACCIDENT WORK ORDER. Reviews AF Form 1823, Vehicle and Equipment Work Order to ensure identification of accident repair cost.

3.5.2.2. REVIEWS UNIFORM POLICE TRAFFIC COLLISION REPORT. Reviews uniform police traffic collision report for information and accuracy.

3.5.2.3. NOTIFIES ORGANIZATION COMMANDER. Notifies using organization commander to investigate accident to determine cause and possible prevention.

3.5.2.4. REVIEWS ACCIDENT OR COMPLAINT REPORT. Reviews accident or complaint report to determine if there is vehicle abuse or misuse involved; and takes proper follow-up action.

3.5.3. PREPARES AF FORM 20, REPAIR COST AND REPARABLE VALUE STATEMENT. Contacts base photographer to photograph damage; contacts Staff Judge Advocate to ensure legal sufficiency; prepares AF Form 20; and releases vehicle for repair to MC&A.

3.5.4. SUBMITS REPORT. Submits accident report to commander for determination of cause and placement of liability.

3.5.5. MAINTAINS FILE:

3.5.5.1. FILES ACCIDENT REPORT. Reviews and files completed accident, abuse, and misuse report; and forwards file to Deputy Commander for Resources (DCR), as required, for further action.

3.5.5.2. MAINTAINS SUSPENSE FILE. Maintains suspense file on accident investigation in progress.

3.6. PERFORMS PASSENGER/CARGO SERVICE:

3.6.1. PERFORMS TRANSPORTATION SERVICE. Reviews and records request for transportation; ensures request is recorded on dispatch log; plans trip route and fuel stops, coordinates enroute maintenance assistance; operates passenger and cargo-carrying vehicle to accomplish authorized transportation of personnel and cargo; proceeds to destination and returns; returns vehicle to parking area; ensures vehicle is cleaned and refueled after each use and ready for dispatch; and records trip.

3.6.2. ASSISTS LOADING/UNLOADING. Assists in the loading and unloading of cargo; checks weight distribution; and secures cargo.

3.7. PREPARES FOR TRAINING ASSEMBLY. Ensures training materials and facilities are available; reviews training records and/or related documents to determine training requirement; reviews scheduled and unscheduled maintenance requirement; and prepares input to monthly training schedule.

3.8. PREPARES FOR UNIT ACTIVATION. Prepares material and/or vehicles for deployment/exercise package; coordinates with commander and state authorities; prepares transportation briefing; conducts site survey; and recovers material and/or vehicles from deployment site.

4. MATERIEL CONTROL:

4.1. REQUISITIONS PART:

4.1.1. RESEARCHES SOURCE OF SUPPLY INFORMATION. Researches source of supply information to determine National Stock Number (NSN) or part number, proper nomenclature, quantity required, Technical Order (T.O.) figure and index, Urgency of Need Designator (UND), Force Activity Designator (FAD), management code, make and model of vehicle, and source code when available.

4.1.2. ORDERS PART:

4.1.2.1. ORDERS PART THROUGH COPARS. Orders or backorders part through COPARS by certifying part as being an item on list of components common to commercial design vehicle.

4.1.2.2. ORDERS PART THROUGH BPA. Orders part through BPA for non-stocked or out-of-stock part when VDP time or work stoppage condition would occur; and obtains approval from VMS.

4.1.2.3. ORDERS PART THROUGH BASE SUPPLY. Orders part through base supply if applicable and documents action via issue or turn-in request or supply control log.

4.1.2.4. RESOLVES SUPPLY DIFFICULTY. Provides follow-up assistance on supply difficulty action and coordinates action with base supply, AFLC, local vendor, and/or item manager.

4.1.2.5. PREPARES DD FORM 1348-6. Issues and processes non-National Stock Number (NSN) requisition form for local purchase; and forwards form to procurement.

4.1.2.6. PROCESSES LOCAL MANUFACTURE REQUEST. Processes local manufacture request, AF Form 9, if item is not stock listed and excessive VDP time would be required, and item is available through a commercial source.

4.1.3. RECEIVES PART FROM SUPPLY:

4.1.3.1. RECEIPTS FOR PART. Signs receipt for part; verifies part against suspense file to ensure correct part; annotates suspense control card; and stores part for deferred maintenance as required.

4.1.3.2. VERIFIES PART TRANSACTION. Checks daily document register (DO4) for issue transaction or part status; and verifies validity of work order number, accuracy of unit of issue, and cost.

4.1.4. ISSUES PART. Issues part for scheduled and unscheduled maintenance.

4.2. PROCESSES TURN-IN. Processes accountable item turn-in of maintenance excess, serviceable, repairable, or condemned item.

4.3. MAINTAINS STOCK LISTING:

4.3.1. MAINTAINS PARTS STOCK LISTING. Maintains stock list by ensuring all required microfiche cards are on file.

4.3.2. MAINTAINS DUE IN FROM MAINTENANCE LISTING (DIFM) (R26). Reviews DIFM listing (R26); coordinates with supply DIFM monitor on status; and prepares items for turn-in.

4.4. REVIEWS MISSION CAPABILITY (MICAP) AND VEHICLE DEADLINED FOR PARTS (VDP) SUPPLY LISTING, PRIORITY MONITOR REPORT (D18):

4.4.1. REVIEWS D18. Reviews D18; notifies base supply if MICAP or VDP part does not appear on supply listing or does not have a due-in date one day after need has been levied; and determines cause and corrects it.

4.4.2. POSTS PART STATUS. Posts part status to status board and updates status as changes occur.

4.4.3. COORDINATES WITH VEHICLE MAINTENANCE SUPERINTENDENT. Coordinates with superintendent on MICAP and VDP condition.

4.4.4. PROVIDES FOLLOW-UP ACTION. Provides follow-up action on supply difficulty action; and coordinates action with base supply as necessary.

4.5. PROCESSES REPAIR CYCLE ASSET. Prepares AF Form 9 as required to repair part prior to turn-in; and processes repair cycle asset (DIFM item) IAW applicable directive.

4.6. MONITORS PART. Checks for part on hand or on order against vehicle to be redistributed or transferred; cancels due-out; and turns in part on hand (if credit is given) or moves to work order residue.

4.7. PERFORMS COPARS ACTION:

4.7.1. INITIATES REQUEST FOR COPARS. Initiates Request for Purchase, AF Form 9, for VMS to sign specifying fund requirement and forwards it through channels to contracting office.

4.7.2. REVIEWS COPARS CONTRACT. Reviews COPARS contract to become familiar with the obligation of both the government and contractor.

4.7.3. NOTIFIES SUPERINTENDENT. Notifies superintendent of COPARS related problems as they develop.

4.7.4. MAINTAINS PERSONNEL LIST. Maintains a list of personnel authorized to request or sign for item from COPARS.

4.7.5. MAINTAINS COPARS FUND STATUS. Maintains a daily log of COPARS fund expenditures; and notifies the VMS when 85% of monthly COPARS funds have been obligated.

4.7.6. PROCESSES SALES SLIP:

4.7.6.1. SCREENS SALES SLIP. Screens copy 2 of sales slip daily to ensure applicable items have been entered; and verifies discounts have been figured accurately.

4.7.6.2. DISTRIBUTES COPY. Ensures sales slips are numbered consecutively including copies of voided slips and distributes copy of COPARS sales slip.

4.8. PERFORMS BLANKET PURCHASE AGREEMENT (BPA) ACTION:

4.8.1. INITIATES REQUEST FOR BPA. Initiates request for purchase, AF Form 9, for VMS to sign specifying fund requirement and forwards it through channels to the contracting office.

4.8.2. MONITORS BPA ACTION:

4.8.2.1. REVIEWS BPA CONTRACT. Reviews BPA contract to become familiar with obligation of both the government and contractor.

4.8.2.2. MONITORS BPA OPERATION. Monitors BPA operation for compliance with provisions of contract to ensure satisfactory performance of contractor.

4.8.3. NOTIFIES VMS. Notifies VMS of BPA related problems as they develop.

4.8.4. MAINTAINS PERSONNEL LIST. Maintains a list of personnel authorized to request or sign for item from BPA.

4.8.5. MAINTAINS BPA FUND STATUS:

4.8.5.1. MAINTAINS BPA PURCHASE LOG. Maintains AF Form 616 of BPA fund expenditures; and notifies VMS when 85% of monthly BPA funds have been obligated.

4.8.5.2. RECONCILES BPA ACCOUNT. Reconciles BPA account with AFO each month.

4.8.5.3. REVIEWS BPA PURCHASE. Reviews BPA purchase with Base Supply for possible supply stockage.

4.8.5.4. MONITORS BPA CALL. Monitors BPA call and provides contracting office with total dollar amount and total number of BPA calls made each month.

4.8.6. OBTAINS PART FROM BPA SOURCE. Obtains part from BPA source; verifies part is correct; and signs sales slip.

4.8.7. PROCESSES SALES SLIP. Screens copy 2 of sales slip to ensure applicable items have been entered; verifies discounts have been figured accurately; ensures sales slip is numbered consecutively by call number, including copies of voided slips; and distributes copy.

4.9. MAINTAINS BENCH STOCK:

4.9.1. PERFORMS BENCH STOCK REVIEW. Requests adding, changing, or deleting items on master list of authorized bench stock; and coordinates with superintendent and Supply Bench Stock Support Unit.

4.9.2. MONITORS SPECIAL LEVEL REQUEST. Initiates documentation requesting special level; maintains suspense file and initiates follow-up action when required; maintains file copy of approved request; and reevaluates rejected request.

4.9.3. CONDUCT BENCH STOCK INVENTORY. Conducts bench stock inventory; initiates inventory follow-up action; orders and stocks part.

4.10. MONITORS WORK ORDER RESIDUE. Prepares bin label; and sends to Defense Reutilization and Marketing Office (DRMO) or base supply if not used in twelve months.

4.11. COMPLIES WITH TIME COMPLIANCE TECHNICAL ORDER (TCTO) REQUIREMENT:

4.11.1. PROCESSES TCTO KIT REQUISITION. Processes TCTO kit requisition; and furnishes maintenance control technician with copy of TCTO request when kit is ordered.

4.11.2. COORDINATES WITH BASE SUPPLY. Coordinates TCTO kit availability and disposition with base supply.

4.11.3. RECEIPTS FOR TCTO KIT. Receipts for TCTO kit from base supply and issues to vehicle maintenance.

4.11.4. MAINTAINS STATUS BOARD. Maintains status board of outstanding TCTOs.

4.12. MONITORS TOOL ISSUE.

4.12.1. ORDERS TOOL. Orders tool through base supply; monitors back ordered tool; issues tool; and obtains receipt for tool.

4.12.2. MAINTAINS TOOL KIT. Maintains accountability by obtaining current tool kit custody receipt listing (R09) and custody receipt folder from Tool Issue Center for all personnel assigned; receipts individual tool kit to technician and Composite Tool Kit (CTK) to shop supervisor; monitors changes and updates tool kit; performs semiannual inventory of tool kit; performs inventory when personnel are transferred or when tool kit is no longer required; accounts for shortages; assigns tool kit control number; maintains manual list of individual and composite tool kit control numbers; maintains custody receipt in serial number sequence for each tool kit and CTK; and transfers expendable (condemned) hand tool to DRMO as scrap by completing issue or turn-in request.

4.13. MAINTAINS TOOL CRIB:

4.13.1. PERFORMS DAILY INVENTORY. Performs daily tool check to ensure proper accountability.

4.13.2. PERFORMS SEMIANNUAL INVENTORY. Performs complete inventory twice a year or whenever tool room custodian changes.

4.13.3. ISSUES TOOL. Issues tool on temporary issue receipt or by chit; creates temporary issue suspense; receives tool and inspects for serviceable condition; removes temporary issue receipt from suspense file or chit from rack and returns to individual; returns tool to assigned location in tool crib; and maintains temporary issue suspense file to ensure tool is returned.

4.13.4. MAINTAINS PRECISION MEASUREMENT EQUIPMENT (PME). Monitors schedule for PME calibration and certification; and maintains PME status board for equipment requiring calibration or certification.

4.13.5. REVIEWS TABLE OF ALLOWANCE. Performs annual review of TA for equipment authorization.

4.14. PERFORMS GROUND FUEL SUPPORT:

4.14.1. ORDERS FUEL. Prepares AF Form 1991, General Purpose Creation, by entering unit designator, amount of fuel ordered, document number, DODAC number, and delivery date requested; and sends AF Form 1991 to host base POL.

4.14.2. RECEIVES FUEL. Closes and blocks off station; verifies vendor bill against amount ordered; checks seal dump valve and manhole cover on truck; sticks tank; monitors off-loading of fuel; reads pump meter; signs vendor receipt and resticks tank after fuel drop; completes appropriate form; and forwards to action office.

4.14.3. ISSUES PRODUCT. Monitors fuel and oil dispensing and secures station.

4.14.4. PERFORMS INVENTORY OF PRODUCT:

4.14.4.1. MEASURES PRODUCT. Measures content of ground fuel dispensing storage tank and reads pump meter each day station is open.

4.14.4.2. PROCESSES INVENTORY DOCUMENT. Computes daily issues and receipt; completes inventory document form AF Form 500, Daily and Weekly Fuel Record; and submits paperwork to action office each day station is open.

4.14.4.3. VERIFIES TRANSACTION. Checks daily document register (DO4) to verify fuel issue transaction.

4.14.5. PERFORMS OPERATION INSPECTION AND PREVENTIVE MAINTENANCE. Ensures pumps are operable and calibrated once a year.

4.15. MONITORS STORAGE AND TEMPORARY DISPOSITION OF HAZARDOUS/ RECOVERABLE WASTE:

4.15.1. COORDINATES WITH SUPERINTENDENT. Coordinates with superintendent on problems that arise with hazardous waste/recoverable material.

4.15.2. COMPLETES DOCUMENTATION. Completes necessary documentation for turn-in and accounting of hazardous waste.

4.15.3. DETERMINES PERCENTAGE OF CONTENTS. Determines percentage of contaminants within contents of hazardous waste.

4.15.4. CONDUCTS FOLLOW-UP ACTION. Conducts follow-up action if hazardous/recoverable waste has not been disposed of within 90 days.

4.16. REQUESTS GENERAL FLEET SUPPLY ITEM. Requests and receipts for general fleet supply item.

INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS OOAA for the Standard Indirect Description.

